

ARC APPROVED

Date December 13, 2018
Guindroter

Retention and Classification Report

Agency: Department of Commerce. Division of Public Utilities

160 East 300 South
P.O. Box 146751
Salt Lake City, UT 84114-6751
801-530-6675

Records Officer Erika Tedder

29710 Tariffs and deferred accounting orders

The record series listed above have been examined and approved for submission to the State Records Committee.

Chris Parker
Chief Administrative Officer (print)

Signature

Director
Title
11/28/18
Date

Utah State Archives

AGENCY: Department of Commerce. Division of Public Utilities

SERIES: 29710

TITLE: Tariffs and deferred accounting orders

DATES: 1969-

ARRANGEMENT: Alphabetical by company, thereunder chronological by year.

DESCRIPTION:

The Division of Public Utilities makes recommendations to the Utah Public Service Commission for rate-making purposes, applications, hearings and other issues affecting quality of service. The Division also handles and investigates consumer complaints and monitors utility operations to ensure compliance with Public Service Commission rules, regulations and orders. See Utah Code 54-4a-1 (1989).

These records are a valuable reference resource in the daily work of the Division.

Records may include tariffs, deferred accounting orders, and similar records.

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 19 years and then destroy.

Computer data files: Retain in Office for 20 years and then delete.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

RETENTION JUSTIFICATION:

Utah State Archives

AGENCY: Department of Commerce. Division of Public Utilities

SERIES: 29710

TITLE: Tariffs and deferred accounting orders

(continued)

The length of business need for each type of record in this series was analyzed in depth by division executives and management, in conjunction with representative lawyers from the Attorney General's office, in meetings held over a period of 18 months, from April 2017-September 2018. Additionally, the Archives RIM specialist has mapped each record type to its governing legal code and administrative rule in order to verify the appropriateness of the retention period determined. -RMW, 2018-11-23

PRIMARY DESIGNATION:

Public

SRC APPROVED

Date December 13, 2019
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Retention and Classification Report

Agency: Department of Commerce. Division of Public Utilities

160 East 300 South
P.O. Box 146751
Salt Lake City, UT 84114-6751
801-530-6675

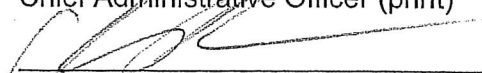
Records Officer Erika Tedder

29711 Long-term research resource records

The record series listed above have been examined and approved for submission to the State Records Committee.

Chris Parker

Chief Administrative Officer (print)


Signature

Director

Title

11/28/18
Date

Utah State Archives

AGENCY: Department of Commerce. Division of Public Utilities

SERIES: 29711

TITLE: Long-term research resource records

DATES: 1969-

ARRANGEMENT: Chronological by year, thereunder alphabetical by company.

DESCRIPTION:

The Division of Public Utilities makes recommendations to the Utah Public Service Commission for rate-making purposes, applications, hearings and other issues affecting quality of service. The Division also handles and investigates consumer complaints and monitors utility operations to ensure compliance with Public Service Commission rules, regulations and orders. See Utah Code 54-4a-1 (1989).

After creation, these records are kept long-term as per the Division's reference needs.

Records may include cost of service data, energy balancing account records, electric service agreements and power purchase agreement contracts, major plant additions, multistate process records, passthrough filings (for 191 account, infrastructure, and transportation charge), rate case records, renewable service contracts, results of operations, and significant energy resource decisions (both voluntary and pre-approval).

RETENTION:

Retain for 50 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 49 years and then destroy.

Computer data files: Retain in Office for 50 years and then delete.

Utah State Archives

AGENCY: Department of Commerce. Division of Public Utilities

SERIES: 29711

TITLE: Long-term research resource records

(continued)

APPRAISAL:

These records have administrative, and/or fiscal value(s).

RETENTION JUSTIFICATION:

The length of business need for each type of record in this series was analyzed in depth by division executives and management, in conjunction with representative lawyers from the Attorney General's office, in meetings held over a period of 18 months, from April 2017-September 2018. Additionally, the Archives RIM specialist has mapped each record type to its governing legal code and administrative rule in order to verify the appropriateness of the retention period determined. -RMW, 2018-11-23

PRIMARY DESIGNATION:

Public

APPROVED
Date December 13, 2018
Gene Proctor

Retention and Classification Report

Agency: Department of Natural Resources. Division of Parks and Recreation
1594 W North Temple, Ste 116
P.O. Box 146001
Salt Lake City, UT 84114-6001
801-538-7220

Records Officer Tammy Wright

09456 Citations

The record series listed above have been examined and approved for submission to the State Records Committee.

JEFF RASMUSSEN
Chief Administrative Officer (print)


Signature

Director
Title

11/28/18
Date

Utah State Archives

AGENCY: Department of Natural Resources. Division of Parks and Recreation

SERIES: 9456

TITLE: Citations

DATES: ca. 1950-

ARRANGEMENT: Alphabetical by last name.

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These are citations issued by park rangers to park visitors for violations of the Utah Code and/or park rules and regulations. Park rangers are Peace Officer Standards and Training (POST) certified, and have full law enforcement authority in the State of Utah (see Utah Code 79-4-501(2)(2009)). Examples of citable offenses are traffic violations, driving under the influence (DUI), boating under the influence (BUI), disorderly conduct, failure to clean a camp site prior to leaving, lighting a campfire in an undesignated area, operating an off-highway vehicle (OHV) in an undesignated area, and boating without proper safety equipment. Records include information about the incident, the citation recipient, the park ranger who issued the citation, and other relevant data.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

Utah State Archives

AGENCY: Department of Natural Resources. Division of Parks and Recreation

SERIES: 9456

TITLE: Citations

(continued)

The 7-year retention aligns with similarly-managed agency records, such as series numbers 14169: Incident and accident reports, and 17154: Vessel operator permit applications.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(51)(2017)
Private. Utah Code 63G-2-302(2)(d)(2017)